

**BOARDING HOUSE NON-RESIDENTIAL MATRON**  
**CLOSING DATE FOR APPLICATIONS: 24<sup>TH</sup> AUGUST 2018**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the School continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 692 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeat which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in School on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

**About the role**

The Matron is an integral member of the House team and the School community. The House team comprises the Housemaster/Housemistress (HM), the Assistant HM (AHM) and the Resident Tutor (RT) – who all live in the boarding House – and the Matron. Each House also has a School nurse with an amount of time specifically assigned to the House.

The key aspect of the role is pastoral. Along with the HM, the Matron is a pastoral leader helping to ensure well-being of all pupils in the House. This includes the pupil's physical and emotional well-being as well as their participation in School and House life. Appropriate training will be given to ensure Matrons are able to fulfil this role. A high level of skill and knowledge is required of Matrons to assist in the management of Child Protection and safeguarding issues, of confidential personal and medical information, of managing difficult situations and the general joys and challenges of working with teenagers.

All pupils need the attention of their Matron but understanding when a pupil needs more specialist support should be clearly understood. While a Matron's role is not a disciplinary one, they are part

of the team responsible for standards in the House. The Matron is expected to be a visible presence who will spend significant amounts of time moving around the House and working with the pupils and House team to ensure high standards.

Matrons also have a key housekeeping role in making sure the House runs smoothly and this includes liaising with other departments in the School, most notably Domestic Services, Maintenance and Catering. Inevitably there are also administrative tasks (both IT and non-IT based) associated with the efficient carrying out of the many tasks involved in this demanding role.

### **Main Duties and Responsibilities**

The Matron's responsibilities include:

#### **I. Pastoral Care**

The Matron's most crucial role is the pastoral support of pupils, working closely with the House team, Health Centre, parents/carers, counsellors, Deputy Head Pastoral (particularly on any safeguarding issues) and at times with outside agencies. This role will take the majority of time and is hard to define precisely. Each day will bring different needs and challenges.

The key support for the well-being of pupils will be:

- Physical well-being
- Emotional well-being
- General participation in School and House life

Matrons will seek out opportunities to get to know the pupils individually and in small groups. At times these small group activities may be developing skills of 'what they ought to know' and this includes baking, cooking etc. as well as small group discussions on pastoral issues. Getting to know the pupils individually takes time but is accelerated by creating the chance for lots of small conversations whilst walking around the House. It is important that the Matron has empathy with the issues that pupils, some of whom will be away from their homes for the first time, may face in a boarding school, and that they have a general understanding of teenage behaviour. 'Listening to pupils' will be a critical skill. The Matron will be alert to the danger signals indicating unhappiness, loneliness, problems at home, etc. and will be willing to provide support for pupils with particular emotional or physical difficulties should these occur. The Matron role is not a disciplinary role but inevitably there will be an element of being firm, of cajoling, of 'nagging' and 'resilience building' which are part of the interesting challenges of working with teenagers – and for which discussion and sharing good practise is important.

Underpinning effective pastoral care will be good communication and record keeping and working closely with the Health Centre. The School's Health Centre is staffed by qualified nurses and provides medical cover 24 hours a day throughout term time. The Matron is generally the first port of contact for pupils who feel unwell or in need of emotional support. When appropriate and in accordance with School policies, the Matron will refer pupils to the Health Centre. The Matron will dispense "over the counter" medication or supervise the use of prescribed medication, recording the information on the School's IT system. The Matron will also order repeat prescriptions.

Unwell pupils who need to be in bed will normally go to the Health Centre but there may be occasions when they need to remain in House. The Matron will then support and care for them.

The Matron will also arrange and accompany pupils to routine and emergency medical and pastoral appointments as required.

## **2. Housekeeping**

It is critical that boarding Houses are well run both for the functioning of the School and the pastoral needs of the pupils. Matrons, along with HMs, are at the forefront of the smooth running of the House and the pride taken in it.

Key areas are:

### **1. Cleanliness**

The Matron, in collaboration with the HM, is responsible for the cleanliness of the boarding House. If the House is not properly cleaned, or if there are areas requiring special attention, these should be reported to the Domestic Services Manager or Domestic Services Supervisor. While the Matron is not responsible for the management of the cleaners, it is expected that they will strive to build good relationships with those cleaners assigned to their House and communicate regularly with the Domestic Services Manager and Domestic Services Supervisor.

The Matron will endeavour to check rooms daily and will report untidy studies to the HM, so supporting the HM in maintaining the tidiness of the House and assisting the cleaners to do their job.

### **2. Liaison with Maintenance and Logistics teams**

The Matron is responsible for:

- reporting routine and emergency maintenance issues to the maintenance team
- accompanying maintenance staff working in the boarding House where necessary
- liaising with the Logistics team regarding the delivery and collection of items to and from the House
- reporting IT problems to the IT Helpdesk
- health and safety weekly checks re fire and risk (the 'log book') as directed by the Health and Safety officer. Also filling in incident forms as appropriate.

### **3. Clothing & Laundry**

The Matron is responsible for:

- overseeing the dispatch and receipt of items from the School's Laundry and clothing sent for dry cleaning
- as necessary, washing pupils' clothes in the domestic washing machine in the House.
- liaising with the School's outfitter regarding new clothing
- carrying out minor repairs to pupils' clothing and collecting and identifying (where possible) clothing found in the House.
- assisting House teams in making sure that pupils are correctly dressed for school.

### **4. Catering**

This involves general liaison with the Catering department and specifically with regard to organising food deliveries to the House for in-house breakfast, break-time snacks for pupils, house tea and for any special meals needed by pupils. Whilst much food comes from the Catering department, Matrons may well also order and receive food from local supermarkets and/or purchase items from local stores.

### **5. When the School is closing**

The Matron is expected to be part of the post term/beginning of leave weekend lock up, which includes closing windows, turning off computers and lights and generally ensuring that the House is safe before the HM locks the main doors.

## **3. General Administrative support for the House**

The Matron currently uses Microsoft Word, Excel and Outlook to carry out administrative tasks and will also be required to use the School's *PASS/3sys/Flo 360/Socs* database (in which training will be given). Administrative tasks include:

- Registration - daily electronic logging of pupil attendance and whereabouts and follow up on any unaccounted-for pupils in accordance with the School's procedures.
- Tier 4 whereabouts – making sure the appropriate whereabouts details are logged for Tier 4 visa holders and the whereabouts/travel plans of all pupils are known when leaving the School
- Other pupil whereabouts – request and collate appropriate whereabouts and travel plans of all pupils leaving the School
- Travel arrangements – assist pupils with making travel arrangements to and from the School
- Handover – ensure a handover e-mail (or write up in the House diary) is sent to the House team on leaving work each day
- Recording pastoral information from House meetings and forwarding key issues to the Deputy Head Pastoral
- Working with House teams to develop care plans and pupil risk assessments
- Making sure notice boards are updated regularly and notices put up
- General administration - assisting the HM with correspondence, emails and the organisation of House events

### **Meetings**

Meetings are often convened on an ad hoc basis but more regular meetings are:

- with other Matrons, the Deputy Head Pastoral, Health Centre staff and others where appropriate. These tend to be fortnightly
- once a week with the House nurse to discuss medical and welfare issues concerning pupils in the House
- at least once a fortnight with the HM, AHM, RT and House nurse to discuss medical and pastoral issues concerning pupils in the House
- pastoral case conferences as appropriate
- House Tutor meetings as appropriate
- Ad hoc training/discussion organised by the Deputy Head Pastoral, Health Centre or others

### **Other roles and duties**

Other responsibilities, duties and opportunities may be agreed with the HM, with due regard to any special interests or skills which the Matron may wish to use or offer. Although not formally part of the job description, Matrons are very welcome to attend House run events, for example, plays, concerts, fund raising events and parties or pastoral evenings. Again, it is not something we can insist on but a sense of humour is highly recommended.

It is recognised that the circumstances of all boarding Houses differ and that there is a need for flexibility and individuality. Day to day working practice should be agreed with the HM, and in the event of difficulty, with the Deputy Head Pastoral.

### **Cover**

The Matron will provide cover for Matrons of other boarding Houses during absences, as agreed within the House Matron team.

### **Training**

Matrons will be expected to attend both physical and mental health first aid courses, level 2 food hygiene, safeguarding and fire marshall training and to undertake a foundation coaching course. The School may also be able to fund and support Matrons who wish to pursue other forms of skill training which will enhance their role.

### **Start Date**

The contract will begin on Monday 29<sup>th</sup> October 2018 or as soon as possible after that date.

**Hours and weeks of work**

Hours of work are 40 per week on Monday to Friday during terms (8 am to 5 pm daily, less a lunch break of one hour). However, on Wednesday and Friday hours of work may regularly be 10am to 7pm if mutually agreed with the HM and Deputy Head Pastoral (although on the Friday of a leave weekend or half term work starts at 8am)

In addition, the Matron is required to work every Saturday morning when pupils are in School, between 8 am and 1p.m

When School finishes at lunchtime on leave weekends, half terms and holidays, Matrons are not necessarily expected to be in School until 5pm but must liaise with the HM to ensure the House is secured and the last pupil has left.

On the first day of each term (usually a Monday) Matrons are expected to be in School from 10am to 8pm on the day the boarders or the new Shells arrive.

At the start of the Autumn term Matrons are expected to be in School for an additional day before School starts (usually the Friday)

Matrons are expected to work for one day after the end of term.

Other events Matrons are required to attend are the new Shell teas in June and one evening House event each year. If required to attend other events, time off in lieu will be granted.

This results in a total of approximately 35.4 worked weeks (Mondays to Fridays) per year. The number of worked Saturdays is reduced by leave weekends and exeats and will be approximately 25 per year.

**Salary**

The salary is £24,718 per annum. Salaries are paid in twelve equal monthly instalments and reviewed annually with effect from 1<sup>st</sup> September.

**Holidays**

Matrons are expected to work throughout the School term and for one day in the weeks preceding and following each term (and for two days preceding the Autumn term). The remaining weeks of the year are non-working weeks, of which 5 weeks counts as paid holiday. Bank holidays which fall in term time may well be working days, for which time off in lieu is given.

**Miscellaneous**

- Free lunches are available during times when the School's kitchens are in operation
- Employees may use the Oxfordshire Health & Racquets Club, however, this is not a contractual entitlement
- Car parking is available on site, although this is not a contractual entitlement

**Sickness Benefit**

During the first year of continuous employment, entitlement to sickness benefit is four weeks at full pay. Subsequently, the entitlement in any continuous 12-month period will be to six weeks at full pay, followed by six weeks at half pay. Statutory Sick Pay will be deducted from salary during periods of incapacity.

**Pension**

Matrons are entitled to become members of the School's pension scheme for support staff.

### **Probation Period and Termination of Employment**

The appointment is subject to a probationary period of three months, following which it will be reviewed. The minimum period of notice required to be given by either party is one month during the first year of employment; thereafter, one term's notice is required.

### **About the Candidate**

<b>Person Specification Characteristics</b>	
5 GCSE (or equivalent) passes including Maths and English	Essential
Educated to GCE "A" Level (or equivalent)	Desirable
The ability to offer a high level of pastoral care and to learn all the time	Essential
Good spoken and written English and the ability to communicate both in writing and verbally with a wide range of people	Essential
An empathy for, and understanding of, young people	Essential
Enthusiasm, the ability to motivate pupils and a sensitive and supportive approach	Essential
Strong listening skills	Essential
Previous experience as a Matron, Nurse or similar in a boarding House	Desirable
Experience of working in an educational and/or medical environment and of working with teenagers	Desirable
Ability to work well as part of a team and also show autonomously and to show initiative	Essential
Flexibility and the ability to work calmly and quickly under pressure	Essential
Resourcefulness and the ability to multitask and prioritise	Essential
A good sense of humour with emotional resilience	Essential
Discretion and the ability to maintain confidentiality	Essential
Experience of working in an administrative role	Desirable
IT Literacy, with a good level of competence in Microsoft Excel, Word & Outlook	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential
First Aid qualification and a full driving licence	Desirable

### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the School for personal use or disclose such data to a third person/party.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### **Health and safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally

or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Deputy Head Pastoral, James Cope, by email: [copej@stedwardsoxford.org](mailto:copej@stedwardsoxford.org)

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org)

Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is Friday 24<sup>th</sup> August.